PC-Arms

PC-Arms is a generic computer program that provides users with an easy way to enter review comments on almost any document. <u>It is a combination Word Processor and Data Base Management system.</u> <u>It is self contained</u> providing all functions from initial review comment entering through management of data, printing sorted reports of comments, to entry documentation of final comment solutions. It allows the user to enter initial user information <u>only once</u> and <u>automatically attaches this information to each comment made</u>. This permits the comments to be organized and printed by user and document information, and still clearly indicate who made each comment. A self contained package, featuring ease of quickly entering comments with necessary data organization information automatically added, is the hallmark of PC-Arms.

In order to set up PC-Arms to be used <u>specifically for the Medical Draft New 1191 document review</u>, the following should be done following the installation of PC-Arms.

1. **Start a New Project using a common data:**
   a. Project Number - "1191"
   b. Project Name - "Tri Services Criteria"
   c. Project Location - "MFO"
   d. Review Stage - "Initial Review"
   e. File Name to store comments - "11CEMP1A"
      (this means- 2 digit Section No.,-4 letter Agency Name, -Submittal 1, -set A)

2. **Next setup the automatic user information:**
   a. Last Name - enter your last name
   b. Office Symbol - enter your office symbol (example: CEMP-EM)
   c. Discipline - disregard the discipline code and <u>enter the Section Number which matches the</u>
<u>chapter/section of the 1191</u> you are reviewing for example: "<u>SEC 6</u>" or "<u>SEC 12</u>" etc.
      e. The two fields remaining are for identifying the exact location in the document section where you are making a review comment. Use the <u>section page number</u> for the "Page/Sheet" field and put the <u>paragraph number</u> in the "Room/Detail" field.

3. **Finally you need to setup the "Glossary" speed entry information:**
      To do this mouse click on "Tools" (at the top of the screen), and then mouse click on "Glossary". "Edit Glossary" now allows you to enter text for individual letters. Enter the following:
   a = "(Add Text)"
   c = "(Change Text)"
   d = "(Delete Text)"
   e = "(End of Add/Change/Delete)"
   r = "Reasons for Alteration:"
   s = "Substantiation of Alteration:"
   t = "Text Alteration: Add/Change/Delete:"

Navigation: between comments:
To move to the next comment you may either use the arrow pointers in the symbols mouse pointing bar which indicate First Comment, Previous Comment, Next Comment, and Last Comment, or you may press "**Page Up**" for Previous Comment or "**Page Down**" for Next Comment. This information also shows up under the "Comment" heading on the top bar.

"Search" and "Sort" Functions:
The "**Search**" function under the "**Comment**" heading will give you an idea of how you can use the data base items/fields. The data base items/fields are also used in the "**Sort Comments**" function under the "**Tools**" heading. The "**Paper Clip**" function allows you to identify non-similar comments for special selection. (Just so you know how it works, Temp ID is permanently set at initial installation of PC-Arms.)

You are now ready to review the new Draft 1191 Criteria/Guidance.

The following is a Guide for Users to Review the new Draft 1191 Criteria/Guidance

Entering Review Comments:

1- **Location in text** where reviewer thinks a change should be made.

      a - "Sheet\Page" enter the <u>Section Page Number</u>

      b - "Room\Detail" enter the <u>Paragraph Number</u>

2 - **Reasons for Change:**

    -What is problem with current information

3 - **Substantiation of Alteration:**, indicate the source validating need for change:

      a - Self experience

      b - Validated outside information, source, who, when.

4 - **Text Alteration:** - one of 3 situations:

    a - Delete text, enter text to be deleted.

    b - Additional text, enter text to be added

    c - Changed text, enter the section of text to be changed.

"Glossary" Information:

("Glossary" in PC-Arms automatically adds pre written text to be entered by pointing (and mouse clicking) to a single letter of the alphabet.)

    a = "(Add Text)"

    c = "(Change Text)"

    d = "(Delete Text)"

    e = "(End of Add/Change/Delete)"

Note: "Glossary" letters below for Headings **TO BE ENTERED WITH EACH PROPOSAL** of Altered Text:

    r = "Reasons for Alteration:"

    s = "Substantiation of Alteration:"

    t = "Text Alteration: Add/Change/Delete:"

Example of Review "<u>Comment Text</u>" where the user is indicating a proposal of a change of text.

    Reasons for Alteration: The text needs to be changed because the criterion has changed.

    Substantiation of Alteration: The code (code volume, version, date) states different criteria.

    Text Alteration: Add/Change/Delete:

This paragraph lists a set of criteria, first criterion, **(Change Text)** alter the second type of criterion to comply with the code listed above**(End of Add/Change/Delete)**, third criterion, and finaly fourth criterion, which must be met during design.